

		<b>NOTES AND INSTRUCTIONS (A-O APPLY TO ALL FILINGS)</b>	
	A	Required Filings Contact Person:	(a) Geneva Heimericks 573-526-5001 questions regarding filings <a href="mailto:Geneva.Heimericks@insurance.mo.gov">Geneva.Heimericks@insurance.mo.gov</a> (b) Cindy Monroe 573-751-4362 questions regarding filings <a href="mailto:cmonroe@insurance.mo.gov">cmonroe@insurance.mo.gov</a> (c) Noland Stuecken 573-526-4986 questions regarding premium tax
	B	Mailing Address:	Missouri Department of Insurance (MDI) (a) 301 West High Street Room 530, Jefferson City MO 65101 (b) PO Box 690 Jefferson City MO 65102-0690
	C	Mailing Address for Filing Fees:	Missouri Department of Insurance (MDI) PO Box 4001, Jefferson City, MO 65101
	D	Mailing Address for Premium Tax Payments:	Department of Revenue PO Box 898, Jefferson City, MO 65105-0898
	E	Delivery Instructions:	All filings must be post-marked by the due date If the due date falls on a weekend or holiday, the due date may be extended to the next business day
	F	Late Filings:	Companies will be charged \$100 per day per document for a late filing
	G	Original Signatures:	Original signatures required on all documents that require signatures
	H	Signature/Notarization/Certification:	See memo for information on who has statutory responsibility to sign. (a) Document must be notarized (b) Document must be a certified Copy
	I	Amended Filings:	Amended items must be filed within 10 days of the amendment, along with an explanation of the amendment
	J	Exceptions from normal filings:	Extensions / Exemptions Domestic companies are required to request in writing for an extension/exemptions from a filing at least twenty days prior to the due date Foreign companies are required to request in writing twenty days prior to due date, along with a copy of the domestic states approval of such filing. The approval letter from MDI along with the barcode attached to it, should be filed on the due date of the filing Consolidated Audit Reports: Domestic and Foreign companies are required to request in writing for filing consolidated audit reports at least twenty days prior to the due date Foreign companies are required to attach a copy of the domestic states approval of such filing
	K	Bar Codes (State or NAIC)	Please use barcodes provided by MDI K=both foreign and domestic or one of the following: (a) domestic companies only (b) foreign
	L	Signed Jurat	Foreign only – Annual and Quarterly Statements
	M	NONE Filings:	If a company has nothing to report on a form, please indicate “NONE” and affix respective barcode if applicable and file on the due date
	N	Filings new, discontinued or modified materially since last year:	(1) The management discussion & analyses instructions for 2005 have materially changed. Please ensure the MD&A is prepared in accordance with the new instructions to avoid having the filing rejected. (2) P&C companies please note the new forms (3) Life Accident and Health companies please note the new forms
	O	State Filing Fees	Separate invoice will be sent out July 1.